

Approved For Release 2003/11/19 : CIA-RDP60-00594A000300040008-2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
 THROUGH: Deputy Director of Training  
 FROM : Registrar/TR  
 SUBJECT: Weekly Activity Report No. 45  
 5 November - 11 November 1958

DATE: 13 November 1958

Document No. 7NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/178

Date: 09 MAR 1979 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. For the IOC we had 67 applicants. Recognizing that our announced ceiling of 40 was still too high for continued occupancy of the small classroom available, priorities were established. In order, these priorities were: (1) overseas assignments, (2) other training requested, and (3) EODs. This brought our class size down to 37 maximum for Phase I, 34 for Phase II. For two of these applicants, A&E has predicted that they will have difficulty in the IOC; both are scheduled for further training.

2. I have received word from  that  selected as a principal candidate for the September running of the Armed Forces Staff College, will not be available.  has requested, and received, authority to extend his tour  an additional year. I have notified  1st Alternate, should be informed that he will attend.

3. We'll have to do some careful pruning of the requests for attendance at these two National War College lectures:

25 November - "Current U. S. National Strategy"  
 speaker - Honorable John Foster Dulles

26 November - "Alternate Strategic Concepts and Policies for the U. S."  
 speaker - Mr. George F. Kennan

For each of these we have 16 requests, but only five can attend.

SUBJECT: Weekly Activity Report No. 45  
5 November - 11 November 1958

4. Fortunately the release within DD/P by [ ] of information on the CS&T Ops course complemented our Special Bulletin No. 17-58, even though she used the original version and we based ours on the revised, and improved, write-up. I believe it would be better to have OTR's official release precede other Office versions in the future; otherwise, we may possibly publish what appears to be conflicting information and OTR may suffer by our eagerness to be cooperative.

25X1

TK

5. We are approaching a shift in emphasis within our Staff on training records. When we complete mechanization of our internal records, we'll no longer be required to maintain a duplicate set manually - as has been necessary while we await the changeover. On the other hand, our language records at present reflect only about 10% of the probable load we'll accumulate. Therefore, we are now engaged in systematically reviewing reporting requirements of all elements in the Registrar's Office as a basis for organizing a central integrated training records system. Meanwhile, the slow but necessary job of verifying the machine output to date is nearing an end. We are indebted to the many JOTs who helped pick up where our summer employees left off on this work; with several overtime groups working recently we have only the letters T, W, X, Y, and Z to check on, of our original extremely large IBM run.

6. I was amazed at [ ] findings after his analysis of component conducted training and its relation to the total training effort. During the six-month period from April through September 1958 it breaks down as:

25X1

DDS

	<u>Total Man-Hours</u>	<u>Percent of Total</u>
OTR Courses	194,619	49
External	68,599	17
Component Conducted	<u>133,907</u>	<u>34</u>
Total	396,315 ?	100

In simple language, every hour spent in Agency training can be expressed as 30 minutes in OTR, 10 minutes in external, and 20 minutes in component conducted activities.

**SUBJECT : Weekly Activity Report No. 45**  
**5 November - 11 November 1958**

7. I mentioned in last week's report that CI Fam was running low enrollments, as only five had applied with last Monday as the close-out date. This information was passed on to [REDACTED] He now reports that he has 26 applicants which he'll have to reduce to the class ceiling of 20.

25X1

8. During the week 5 November - 11 November 1958, there were 912 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

DDS

138 enrolled in 28 classes (10 languages) before hours  
113 enrolled in 24 classes (11 languages) after hours  
233 enrolled in 40 classes (14 languages) during hours  
213 enrolled in 10 Intelligence School courses  
106 enrolled in 6 Operations School courses  
14 enrolled in 1 SIC course  
10 enrolled in 2 area courses  
59 enrolled in the JOT Program  
12 other Government agencies' personnel  
14 Dependents

25X1

**CONFIDENTIAL**